



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: May 22, 2010
CLOSING DATE: June 21, 2010

SUBJECT: Solicitation No. 306-10-57/OPPD for U.S. Personnel Service
Contractor (USPSC) Senior Development Outreach and
Communications Officer

Ladies/Gentlemen:

The United States Government, represented by the U.S Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing the PSC services as described in the attached solicitation. For further information please visit <http://afghanistan.usaid.gov>

Submission shall be in accordance with the attached information and applications should be submitted electronically to ppd1057@state.gov (attention to Seetha Chayapathi, Human Resources Specialist, Kabul/Afghanistan). This solicitation will remain open until June 21, 2010, 16:30hrs local time.

Any questions on this solicitation may be directed to Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) (202) 216-6288, Ext.4440 or e-mail at schayapathi@usaid.gov or Diane Moore, Supervisory Executive Officer, Phone (in Afghanistan) (202) 216-6288, Ext. 4837 or e-mail at Dimoore@usaid.gov. Applications should only be sent to ppd1057@state.gov and not to any individuals.

Sincerely,

Diane Moore
Supervisory Executive Officer
USAID/Afghanistan

U.S. Agency for International Development
Great Masoud Road
Kabul, Afghanistan

Tel: 202-216-6288 / 0700-108-001
Email: kabulusaidinformation@usaid.gov
<http://afghanistan.usaid.gov>

SOLICITATION NO. 306-10-57/OPPD

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| 1. SOLICITATION NUMBER: | 306-10-57/OPPD |
| 2. ISSUING DATE: | May 22, 2010 |
| 3. CLOSING DATE: | June 21, 2010 |
| 4. POSITION TITLE: | Senior Development Outreach and Communications Officer |
| 5. Number of Positions: | One |
| 6. MARKETING VALUE: | GS-14 (\$84,697 - \$110,104) |
| 7. ORGANIZATIONAL LOCATION OF POSITION: | USAID/AFGHANISTAN |
| 8. DIRECT SUPERVISOR: | USAID/Afghanistan, Supervisory Program Officer |
| 9. SUPERVISORY CONTROL: | Minimal. The incumbent is expected to act independently with limited oversight. |
| 10. PERIOD OF PERFORMANCE: | One year (12 months) with an option for renewal |
| 11. SECURITY ACCESS: | Secret Security Level |
| 12. AREA OF CONSIDERATION: | U.S. CITIZENS ONLY |

POSITION DESCRIPTION: USAID SENIOR DEVELOPMENT OUTREACH AND COMMUNICATIONS OFFICER

A. Basic Functions of the Position

USAID/Afghanistan manages one of the most complex development programs in one of the most difficult environments in the world. The program, totaling over \$2.1 billion in FY '09, includes work in infrastructure, education, health, government capacity building, agriculture, alternative livelihoods, economic growth, rule of law, democracy and governance, and women's affairs.

The success of this program is of the highest strategic importance to the United States Government. The success of USAID's Afghan reconstruction work is directly linked to public understanding and the perception of the program's accomplishments in both Afghanistan and the United States. It is therefore essential that USAID/Afghanistan's public affairs office be under the supervision of a highly experienced senior public affairs officer with a proven track record in media relations and public outreach; outstanding writing and editing skills; knowledge of how the Department of State and Department of Defense operate; and a thorough knowledge of US foreign policy; USAID program goals; and changing conditions in Afghanistan.

The Senior Development Outreach and Communications Officer (DOC) will report to the USAID/Afghanistan Deputy Mission Director through the Program and Project Development Office Director and will closely coordinate with the Department of State Public Affairs Officer. In this role, the DOC will:

1. Serve as the senior advisor to Mission Management regarding all public information, media relations, and outreach matters;
2. Supervise and manage a staff of six (when office is at full strength). This includes three Development Outreach and Communications Officers at the GS-12/13 level (USPSCs); one senior FSN 11/12 Information Officer; one FSN-9 Senior Interpreter; and one FSN 7/8 translator; and
3. Coordinate information dissemination, media outreach, and public events within the Mission; with the Mission's offices, units and technical staff; and with all non-USG organizations.

B. Duties and Responsibilities

The DOC will manage the full range of public information and outreach activities in support of USAID/Afghanistan's programs and objectives, targeting information to specific audiences in both the US and Afghanistan, in accordance with the Mission's public strategy and evolving circumstances. These duties include:

- o Promoting separate, pro-active, targeted, information and media outreach activities for Afghanistan and the United States as well allied nations.

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These activities are specifically designed to push accurate information about USAID programs deep into local, regional and national markets in the US, Afghanistan and elsewhere, through the selective use of radio, television, newspapers, magazines, public service announcements, advertisements, billboards; and, most importantly, traditional communications.

- o Serving as Contracting Officer's Technical Representative (COTR) and manager for all public affairs contracts, cooperative agreements and grants.
- o Serving as Activity Manager for USAID communications capacity development assistance to the Government of the Islamic Republic of Afghanistan.
- o Maintaining close contact with USAID Kabul's implementing partners and sub-contractors to guide and supervise their communications and media relations.
- o Supervising the monitoring of the Afghan and US media and reporting on placement of USAID-related articles in the Afghan and US press to the Embassy, Mission, and Washington.
- o Training and supervising USAID's PRT and field support officers in support of their public speaking and media outreach.
- o Representing the Mission to the US Ambassador and the State Public Affairs Office in all matters pertaining to USAID public affairs activities.
- o Directing and coordinating USAID/Afghanistan's public events, including conferences, openings, ribbon-cuttings, and ceremonies. Supervising the drafting, editing, and distribution of all fact sheets, reports, and public documents. Managing the posting of all information and materials to the Mission website, including the photographs, success stories, fact sheets, and links to USAID partners, with a view toward making this an interesting, informative, and user-friendly USAID web site.
- o Representing the Mission at the senior level in all matters pertaining to public affairs and outreach activities with other branches of the USG, the Government of Afghanistan, the US Military, NATO, other donor nations, the UN, World Bank and other groups and institutions.
- o Building the Afghan Government's capacity to manage its own public affairs and outreach activities.
- o Maintaining up-to-date knowledge of all USAID/Afghanistan activities. Monitoring the public events calendar. Performing such other activities as the US Ambassador, USAID Mission Director and Deputy Director, USAID Washington and circumstances may dictate.

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- o Advising and overseeing development communication officers in the field.

C. EVALUATION/SELECTION CRITERIA:

Candidates will be evaluated and ranked based on the following selection criteria:

1. **Education: (15 points)** the successful candidate must have at least a bachelor degree in a development field, international affairs, public relations or related area. Master degree is preferred.
2. **Work Experience: (20 points)** At least 8-10 years of progressively responsible experience with international affairs, journalism, and/or international development. Experience working in conflict or post-conflict situations is desirable
3. **Language Proficiency: (15 points)** Outstanding written English and communications skills, analytical ability, and editorial skills are necessary. Knowledge of Dari and/or Pashto not required, but would be an added plus. Writing samples required.
4. **Knowledge: (25 points)** Thorough knowledge of international affairs, U.S. foreign policy; demonstrated ability to work with U.S. and foreign media; proven ability to craft messages and shape information and press materials; experience with the organization and set-up of public events and conferences highly desirable.
5. **Skills and Abilities: (25 points)** the Senior Development Outreach and Communications Officer must have a demonstrated ability to exercise sound, independent, professional judgment; mentor junior officers and FSNs; and manage an office of public information professionals. Strong written and editorial skills are a must. Should be a self-starter and have a strong background in press, radio, television, public information and web management. Must be able to work in fast-paced and sometimes difficult or dangerous environment and have strong sense of teamwork and interpersonal skills. The incumbent must also have displayed an ability to work collaboratively.

Maximum Points Available: 100.

D. Term of Performance

The term of the contract will be for one year with the option for an extension based upon performance and need. Selection of the preferred candidate and contract award will be made as soon as possible, subject to an interviews and medical and security clearances. Within 4 weeks after written notice from the

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Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall proceed to Kabul to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS 14. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has 35% Post Differential allowance and 35% Danger Pay. FICA and federal income tax will be withheld by USAID for U.S. PSCs only. Employee is authorized two R&R (Rest and Recuperation) and three RRBs (Regional Rest Break) during the 1-year assignment period. In lieu of the three RRBs, employee may be authorized an additional R&R trip for a total of three R&R trips.

While you will have to use your Annual Leave or Compensatory off for R&R, you will be entitled to 5 days Administrative Leave plus two days of travel time for each Regional Rest Break. Currently, there are 2 destinations for Regional Rest Break - they are: Dubai and New Delhi.

Afghanistan is a no-dependent post.

E. General information regarding living and working conditions in Afghanistan

Kabul is a city in east central Afghanistan, which serves as the capital of the country and Kabul Province. Located on the Kabul River, Kabul is situated at an elevation of about 1800 m (about 5900 ft) making it one of the highest capital cities in the World. The population is around 1 million people. The nation's chief economic and cultural center, it has long been of strategic importance because of its proximity to the Khyber Pass, an important pass in the mountains between Afghanistan and Pakistan. Manufactures in the city include textiles, processed food, chemicals, and wood products. Life in Kabul has improved since the establishment of the elected government, and great strides have been made to regularize the availability of services, utilities, and supplies of common consumer items. Living conditions, however, are still difficult but this is an historical opportunity to work closely with a dedicated team to assist the Afghans to bring about peace and stability to their war-torn country. Afghanistan is an unaccompanied post. All staff will be housed on the heavily guarded and fortified Embassy compound, at a military compound, or at a Provincial Reconstruction Team (PRT) location.

F. Medical and Security Clearance

The selected applicant must be able to obtain a security clearance and a medical clearance. US Citizens should obtain USG Secret Level and should obtain Department of State Class I Medical Clearance.

G. Benefits:

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As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

A. BENEFITS:

- o FICA Contribution
- o Contribution toward Health & life insurance
- o Pay Comparability Adjustment
- o Eligibility for Worker's Compensation
- o Annual & Sick Leave
- o Access to Embassy medical facilities, commissary and pouch mail service as per post policy

B. ALLOWANCES (If Applicable):

- (1) Temporary Lodging Allowance (Section 120)
 - (2) Living Quarters Allowance (Section 130)
 - (3) Post Allowance (Section 220)
 - (4) Supplemental Post Allowance (Section 230)
 - (5) Post Differential (Chapter 500)
 - (6) Payments during Evacuation/Authorized Departure (Section 600) and
 - (7) Danger Pay (Section 650)
 - (8) Education Allowance (Section 270)
 - (9) Separate Maintenance Allowance (Section 260)
 - (10) Education Travel (Section 280)
- * Standardized Regulations (Government Civilians Foreign Areas).

C. FEDERAL TAXES: PSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

H. CONTRACT INFORMATION BULLETINS (CIBs/AAPDs) PERTAINING TO PSCs

- | | |
|------------|--|
| AAPD 06-11 | Home Leave and Revised General Provision 5, Leave and Holidays |
| AAPD 06-10 | PSC Medical expense payment responsibility |
| AAPD 06-07 | AIDAR, Appendix D: Contract budget, salary determination and salary increase |
| AAPD 06-01 | Medical evacuation insurance |
| CIB 01-10 | Revision of medical clearance process - PSC with U.S. Citizens |
| CIB 01-07 | Clarification of the extension/renewal policy regarding PSCs |
| CIB 01-05 | Clarification of the Rest and Recuperation (R&R) policy regarding Third Country Nationals (TCNs) |
| CIB 00-08 | Revision of Competitive Process - PSCs with U.S. Citizens |
| CIB 00-03 | FICA & Medicare Tax Rates for Personal Services Contracts |
| CIB 99-22 | PSC Policy |
| CIB 98-23 | Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements |

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- CIB 98-16 Annual Salary Increase for USPSCs
- CIB 98-14 Change in Required Application Form for USPSCs
- CIB 98-11 Determining a Market Value for Personal Services Contractors Hired under Appendix D.
- CIB 97-17 PSC's with U.S. Citizens or U.S. resident aliens
- CIB 97-16 Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
- CIB 96-23 Unauthorized Provision in Personal Services Contracts
- CIB 94-09 Sunday Pay for U.S. Personal Services Contractors
- CIB 93-17 Financial Disclosure requirements under a Personal Services Contract
- CIB 89-29 Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc

Additionally, AIDAR Appendixes D or J also applies to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

I. LIST OF REQUIRED DOCUMENTS & FORM FOR CONSIDERATION:

For initial consideration please send the following to the e-mail address provided:

1. Cover Letter
2. Curriculum Vita
3. OF-612

J. APPLYING

Interested applicants must submit:

1. his/her most current curriculum vitae (CV) or resume;
2. signed OF-612;
3. three (3) to five (5) references, who are not family members or relatives, with working telephone and email contacts,
 - a. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Afghanistan will only contact references for the finalist, and will only do so with the permission of the applicant.

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The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

Qualified individuals are required to submit a U.S government OF-612 form which is available at:

- 1: <http://www.usajobs.opm.gov/forms.asp>,
- 2: Federal Offices
- 3: or at USAID/Afghanistan web site at <http://afghanistan.usaid.gov>

Applications without completed OF-612 form will not be considered.

Applicant's CVs should also be included as an attachment.

All applications should be submitted electronically to e-mail address

ppd1057@state.gov

Attention: Seetha Chayapathi

Human Resources Specialist

USAID/Afghanistan

Applications should only be sent to the e-mail address given above.

To Ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of cover letter. The highest ranking applications may be selected for an interview. Applicants may submit an application against this solicitation at any time but prior to **June 21, 2010 16:30hrs** Kabul time unless revised.

Please note that only short listed candidates will be notified.

List of Required PSC forms outlined below can be found at:

http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/forms.html.

1. OF-612
2. Contractor Physical Examination (AID Form 1420-62)
3. Questionnaire for Sensitive Positions (for National Security) SF-86, or
4. Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258). Standardized regulations (government civilians foreign areas)

Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

Point of Contact

Seetha Chayapathi, Human Resources Specialist, Phone (in Afghanistan) - (202) 216-6288 Ext. 4440; Fax (202) 216-6288 (Ext. 4440) Email:

schayapathi@usaid.gov.

Place of Performance

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Address: USAID/Afghanistan
U.S. Embassy
Great Masoud Road
Kabul, Afghanistan